

Gov's Off - Human Resource, Division of Personnel Services

Description:

Recruitment and Testing: To provide agencies with registers to hire quality employees in a timely, accurate, and effective manner. Registers will be developed using valid, efficient, and up-to-date testing methods that will rank candidates based on their potential to perform state jobs.

Classification: Provide a flexible, streamlined classification structure that is reflective of agencies' responsibilities and enhances their ability to achieve their mission.

Compensation: To direct a compensation system that attracts, retains, and recognizes the performance of employees with pay practices that are consistent, yet flexible.

Consultation and Training: To enhance the quality of Idaho State workforce by providing performance consultation and workforce development and training.

Major Functions and Targeted Performance Standard(s) for Each Function:

1. Maintain a personnel record keeping system to facilitate routine employee personnel actions, improve speed and quality of applicant certification process, and provide accurate personnel information reports.

A. Job applications received.

Actual Results			
1998	1999	2000	2001
28,000	23,368	22,592	28,439
Projected Results			
2002	2003	2004	2005
25,000	25,000	25,000	25,000

B. Names placed on registers.

Actual Results			
1998	1999	2000	2001
8,750	8,750	16,624	20,725
Projected Results			
2002	2003	2004	2005
17,000	17,000	17,000	17,000

C. Number of register requests.

Actual Results			
1998	1999	2000	2001
2,000	2,000	3,155	3,267
Projected Results			
2002	2003	2004	2005
2,500	2,500	2,500	2,500

D. Number of applicants certified.

Actual Results			
1998	1999	2000	2001
38,000	36,000	62,525	62,492
Projected Results			
2002	2003	2004	2005
50,000	50,000	50,000	50,000

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E. EIS (Employees Information System) actions processed.

Actual Results			
1998	1999	2000	2001
50,190	39,007	25,065	26,517
Projected Results			
2002	2003	2004	2005
27,000	28,000	29,000	30,000

F. Current PE (Performance Evaluation) forms added.

Actual Results			
1998	1999	2000	2001
13,819	13,461	14,178	16,241
Projected Results			
2002	2003	2004	2005
17,000	17,500	18,000	18,500

2. Conduct job analysis, develop job-related selection services, or review existing tests as required by professional testing standards and EEO requirements for all classifications.

A. Written exams developed or revised.

Actual Results			
1998	1999	2000	2001
17	3	25	14
Projected Results			
2002	2003	2004	2005
10	5	5	5

B. Oral exams prepared.

Actual Results			
1998	1999	2000	2001
128	38	100	12
Projected Results			
2002	2003	2004	2005
50	50	50	50

C. Education and experience ratings developed.

Actual Results			
1998	1999	2000	2001
232	292	200	198
Projected Results			
2002	2003	2004	2005
250	300	200	200

3. Review and revise instructional materials to agency supervisors or board members and candidates.

A. Number of job announcements prepared.

Actual Results			
1998	1999	2000	2001
904	870	499	1,108
Projected Results			
2002	2003	2004	2005
700	700	700	700

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B. Number of examinations administered.

Actual Results			
1998	1999	2000	2001
8,626	10,822	9,193	23,232
Projected Results			
2002	2003	2004	2005
10,000	10,000	10,000	

4. Maintain and improve the classification and compensation system.

A. New job classes established.

Actual Results			
1998	1999	2000	2001
19	43	40	40
Projected Results			
2002	2003	2004	2005
20	25	25	25

B. Qualification statements.

Actual Results			
1998	1999	2000	2001
301	256	60	52
Projected Results			
2002	2003	2004	2005
100	100	100	100

C. Job classes revised.

Actual Results			
1998	1999	2000	2001
176	140	175	209
Projected Results			
2002	2003	2004	2005
200	175	175	175

D. Position audits.

Actual Results			
1998	1999	2000	2001
888	1,702	462	534
Projected Results			
2002	2003	2004	2005
400	400	400	400

E. Classifications deleted.

Actual Results			
1998	1999	2000	2001
100	155	52	46
Projected Results			
2002	2003	2004	2005
50	30	30	30

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5. Develop Affirmative Action Plans.

A. Affirmative Action Plans.

Actual Results			
1998	1999	2000	2001
0	2	2	0
Projected Results			
2002	2003	2004	2005
1	1	1	1

6. Maintain capability to assist agencies with appeals.

A. Number of appeals filed.

Actual Results			
1998	1999	2000	2001
19	36	40	37
Projected Results			
2002	2003	2004	2005
50	50	50	50

7. Ensure internal equity of state jobs through Hay Job Evaluation System.

A. Classifications evaluated using job evaluation system.

Actual Results			
1998	1999	2000	2001
19	19	56	68
Projected Results			
2002	2003	2004	2005
50	50	50	50

8. Determine competitive labor market average rates through salary surveys. Develop salary recommendations for state employees and provide to Governor and Legislature each year.

A. Salary surveys conducted.

Actual Results			
1998	1999	2000	2001
0	2	2	4
Projected Results			
2002	2003	2004	2005
4	4	4	4

9. Performance Consultation: Organizational development projects and facilitation of intervention efforts.

A. Number of projects.

Actual Results			
1998	1999	2000	2001
8	5	2	8
Projected Results			
2002	2003	2004	2005
10	10	10	10

B. Number of interventions.

Actual Results			
1998	1999	2000	2001
6	5	4	41
Projected Results			
2002	2003	2004	2005
40	40	50	50

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C. Number of total hours.

Actual Results			
1998	1999	2000	2001
90	100	50	250
Projected Results			
2002	2003	2004	2005
200	200	250	250

10. Professional Development Opportunities: course delivery, course coordination, and management development plan.

A. Number of courses.

Actual Results			
1998	1999	2000	2001
81	79	60	103
Projected Results			
2002	2003	2004	2005
105	110	110	115

B. Number of student hours.

Actual Results			
1998	1999	2000	2001
12,000	11,875	10,000	20,140
Projected Results			
2002	2003	2004	2005
21,000	22,000	22,000	24,000

C. Number of coordinated courses.

Actual Results			
1998	1999	2000	2001
13	9	12	10
Projected Results			
2002	2003	2004	2005
15	15	15	15

D. Level of satisfaction.

Actual Results			
1998	1999	2000	2001
90%@4.2	90%@4.2	90%@4.5	90%@4.8
Projected Results			
2002	2003	2004	2005
90%@4.8	90%@4.8	90%@4.8	90%@4.8

11. Technical Assistance: resource information and knowledge/methodology information.

A. Number of requests.

Actual Results			
1998	1999	2000	2001
22	35	78	82
Projected Results			
2002	2003	2004	2005
80	80	80	80

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Program Results and Effect:

A Web-based Applicant Tracking System being developed in partnership with the Department of Labor will reduce turnaround time between receipt of applications and the creation of registers. This automated process will allow DHR staff to focus on developing the most efficient screening process for locating the most competitive candidates for state employment. The faster we respond to applicants, the more likely the candidates will be available.

Succession plans will help agencies reduce the amount of time vacancies may exist and help them plan the domino effect they frequently experience when someone retires from their staff. Technology allows us to improve processes.

Classification meetings allow Human Resources and state agencies to discuss individual agency classification needs and plan together for each years projects. This insures we can meet individual agency organizational needs as well as maintain the currency of general classifications. These meetings are also used as a forum for discussing changes to simplify processes and procedures.

Position audits insure employees are properly classified and paid. In the event of a vacancy, the position is properly classified for recruitment purposes.

Reduction in the number of classifications provides for a more flexible structure for agencies. Agencies have more flexibility to transfer employees, and fewer positions to announce and test for which will expedite the hiring process.

The job evaluation system ensures fairness in the assignment of state jobs to pay grades in the compensation schedule.

Accurate information concerning competitive labor market average rates of pay will help state agencies attract and retain a quality workforce. These employees deliver services to all of the people of the State of Idaho.

Compensation information can help agencies make informed decisions regarding state employee pay, in support of the mission of the agency.

Training and development opportunities provide benefits to all agencies by:

- *increased productivity and quality effort from workforce
- *increased opportunity for state leadership development
- *enhanced supervisory practices

For more information contact Ann Heilman at 429-5500`.